



To schedule a Profit, Non-Profit or Government, Conference  
Please use the form on this web site.

State Web Page: [www.ddnvideo.sd.gov](http://www.ddnvideo.sd.gov)

Ronna Master, Scheduler  
B. Rose Rose, Scheduler for ISDN Conferences

To schedule a BOR or K-12 classes,  
Please use the form on this web site.

Mitchell Tech Web Page: [www.ddnnet.net](http://www.ddnnet.net)

Tammy Hanson, Scheduler  
John Heemstra, Scheduler  
B. Rose Rose – Scheduler for ISDN Conferences

<http://ddnvideo.state.sd.us/tcreliance/default.asp>



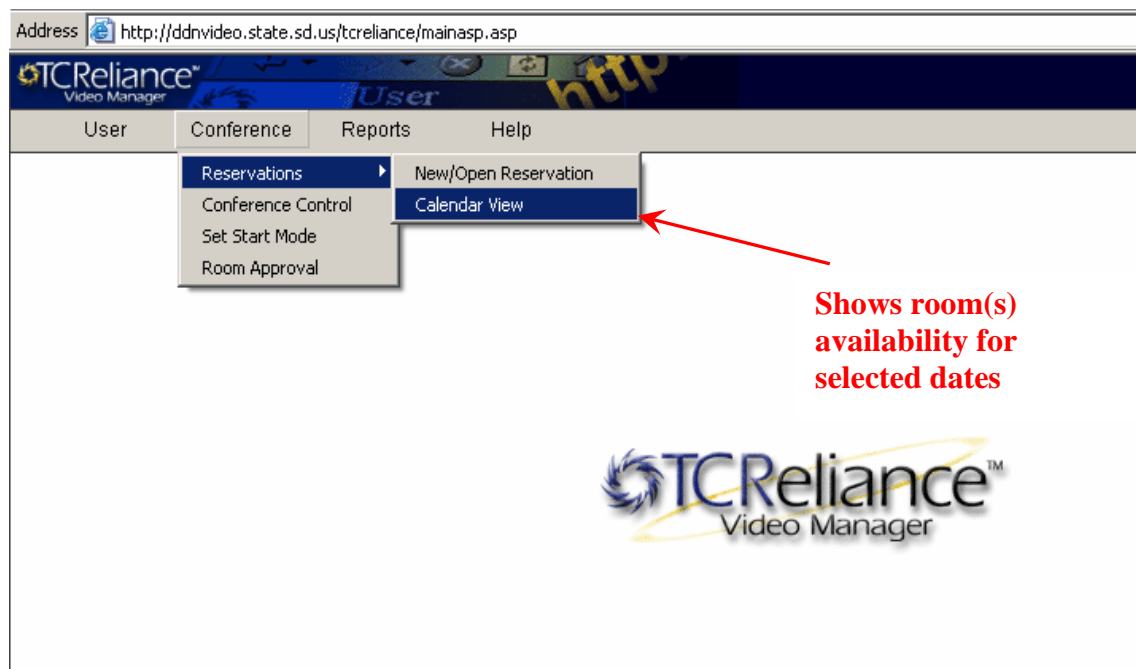
Please provide your access information:

User Name   
Password

**User Name: guest**

**Password: guest**

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## Calendar View

## 2. Select a room group

## 1. Select a date or dates

## 3. Show rooms in that

## 4. Click a site or sites (hold Ctrl button down and click all sites needed)

## 5. Click to view sites schedule

Room Schedules - Times displayed in 'CST'

Dates: 6/17/2005

First Previous Next Last Show 3 Tables

Rooms	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
DDN - Vermillion/USD1/DC																					

## 1. Click on yellow portion to view conference info in that time

## 2. Detail window will open up. You can get the reservation number as well as see other sites that are in the conference

Conference Detail Viewer

Reservation ID: 49066 Conference ID: 164846 Conference 1 of 1

Title: BADM 760

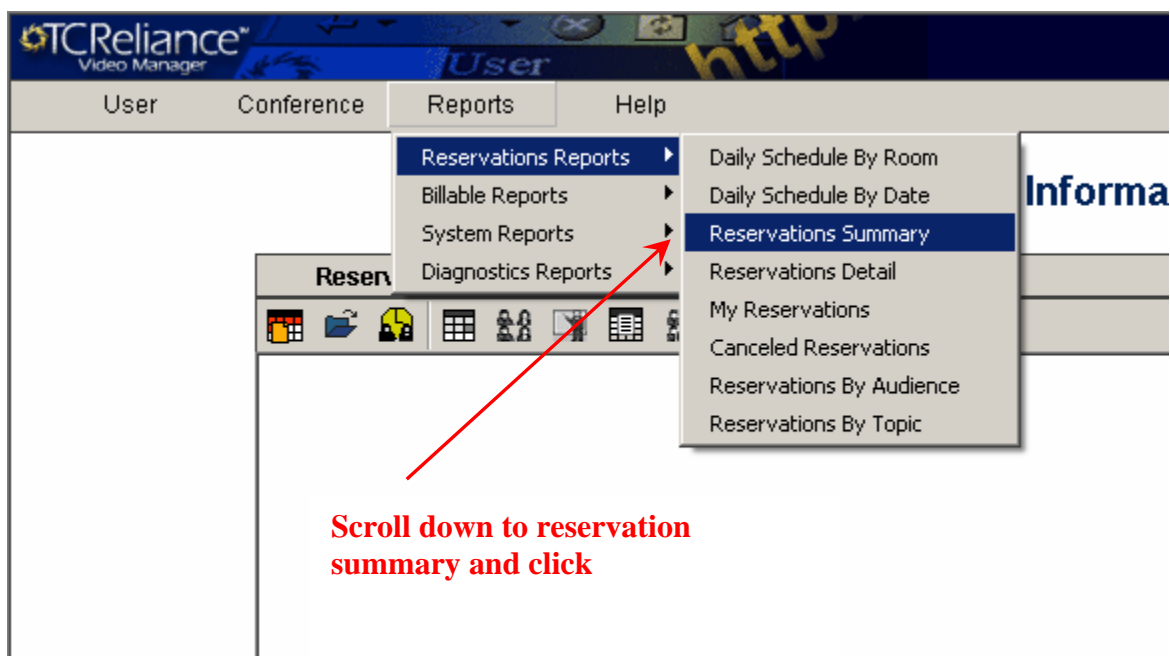
Start: 06/17/2005 06:00:30 PM End: 06/17/2005 09:00:00 PM

Status: Validated Requested By: Heemstra, John

Room Name	City	State/Province	Country	Phone
DDN - Vermillion/USI Vermillion		SD		605-677-6515 or 605
DDN02				

Warning: Applet Window

Previous Close Next



## Reservations Summary Report

Type in your reservation number and click Generate Report

I KNOW THE RESERVATION NUMBER, SKIP THE OTHER PROMPTS.

Reservation Number:

Complete the form for records to be returned with this report.

Begin Date:  End Date:  Format (mmddyyyy)

June 2005						
S	M	T	W	R	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Type in a date you would like to view. All conference for that date will show up in report.

Save to an excel file to email out



## Digital Dakota Network

## Print Report

## Reservations Summary

Monday, June 13, 2005

Start Time	End Time	Room Name	Reservation Number	Conference Number	Conference Title	Room Approval	Room Status
06/13/05 06:00PM	06/13/05 09:00PM	(CST) DDN02	49066	164844	BADM 760	Approved	Validated
06/13/05 06:00PM	06/13/05 09:00PM	(CST) Chamberlain - HS				Approved	Validated
06/13/05 06:00PM	06/13/05 09:00PM	(CST) Sioux Falls - USDSU/189/DC				Approved	Validated
06/13/05 06:00PM	06/13/05 09:00PM	Origination: (CST) DDN - Vermillion/USD1/DC				Approved	Validated
06/13/05 06:00PM	06/13/05 09:00PM	Origination: (CST) DDN02 A	49066	169770	BADM 760/MGC	Approved	Validated
06/13/05 06:00PM	06/13/05 09:00PM	(CST) Hartford - West Central HS				Approved	Validated
06/13/05 06:00PM	06/13/05 09:00PM	(CST) North Sioux City - Dakota Valley HS				Approved	Validated
06/13/05 05:00PM	06/13/05 08:00PM	(MST) Rapid City - SDSM&T IP 2				Approved	Validated
06/13/05 05:00PM	06/13/05 08:00PM	(MST) Lead - HS				Approved	Validated